

## TOWN CLERK

There are 73 chapters and 451 statutes of the Massachusetts General Laws that direct the town clerk's duties. The town clerk interacts with all of Stow's town boards, as well as several state agencies on a regular basis. The town clerk is also the chief election officer for the town of Stow and a member of the Board of Registrars of Voters.

In addition to elections with voter registrations, nomination papers, petitions and campaign finance reporting, the town clerk's office is responsible for dog licensing, maintaining vital records (birth, marriage, death), business certificates, raffle permits, administering the oath of office to all elected and appointed officials, filings for the Planning Board and Zoning Board of Appeals, fuel storage tank registrations, annual town census, collection of fines (parking, dog, and marijuana violations), preservation of town meeting setup, and scheduling the use of the town common sign and town hall.

Another responsibility includes implementing the Open Meeting Law and the Ethics Law requirements that went into effect this year. Every municipal employee and official must receive a summary of the Ethics Law annually and provide the clerk with documentation that he/she has received the summary. Every other year municipal employees and officials must take an online educational training and provide a certificate of completion to the town clerk. All of this paper work is retained for a minimum of six years.

2010 was a busy year for elections. It started in January with a special State Election to elect a U.S. senator to fill the vacancy created when Senator Edward M. Kennedy died. In May, there was our Annual Town Meeting and Town Election. The State Primary was held in September and in November we held the State Election, a Special Town Election and a Special Town Meeting. We tried something we have never done before by holding the Special Town Election and the State Election on the same day. It certainly accounted for the highest turnout for a Stow town election!

2010 was the year for the decennial U.S. census. The Federal Census office completed the majority of the work, but the clerk's office was involved in a small capacity. The final census numbers for Stow have not been released as of the date this report was turned in. We know that Stow will have two precincts in place for the 2012 elections based on the increase in our population since 2000.

2010 also was a year for milestones for the staff. Linda completed her 10<sup>th</sup> year as town clerk in July. Kay Desmond completed her 40<sup>th</sup> year as assistant town clerk, a job that she took over from Linda's grandmother, Mary Warren, in 1970. Newest member of the staff, Debbie Seith celebrated her first year as office assistant in August.

Volunteers are also an integral part of the office. Bill Byron and Ellie Beaudette assisted with the tedious task of opening all the census envelopes and sorting the forms by street number again this year. Also, we need to thank all of the election and town meeting workers for their assistance over the course of this busy election year. The workers' names are listed at the end of

each election and town meeting. Thank you to everyone who assisted me this year. Your help is greatly appreciated.

#### **2010 VITAL RECORDS**

BIRTHS	59
MARRIAGES	8
DEATHS	27

*\*Individual vital record listings are omitted as a security precaution to deter identity theft.*

#### **TOWN CLERK 2010 FINANCIAL TRANSACTIONS**

FEES COLLECTED	
Vital record copies, bylaws, maps, etc	\$ 2,452.42
Fines, bylaw violations, late fees	6,945.00
Business Certificate filings	650.00
Fuel storage tank registrations	20.00
Raffle permit	10.00
Dog Licenses	10,898.00
Kennel Licenses	625.00
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TOTAL FEES COLLECTED	\$ 21,600.42

#### **SPECIAL STATE ELECTION JANUARY 19, 2010**

Pursuant to the Selectmen's warrant of November 3, 2009, posted by the Constable on November 4, 2009, the Special State Election was held in Hale Middle School Gymnasium and was called to order at 7:00 a.m.

This Special State Election was held to fill the vacancy created by the death of long-time U.S. Senator Edward M. Kennedy.

After examining the ballot box and finding it empty and in good order, the counter was set to zero. The ballot box was then locked and the keys delivered to the Warden who declared the polls open.

During polling hours, one hundred ninety absentee ballots were opened, recorded and cast into the ballot box. There were eight spoiled ballots. There were nine provisional ballots. The polls were declared closed at 8:00 p.m. There were 3409 total ballots cast. Voter turnout was 73%. There were 4,658 registered voters.

On January 30<sup>th</sup>, the last day to receive overseas ballots, the Registrars of Voters opened, recorded and cast four ballots. The totals were added to the election night totals. Total ballots cast in this election were 3413.